MD iMap
Data Submission Policy

1.0   Purpose
The purpose of this policy is to provide guidelines for submitting and the subsequence evaluation of the dataset for inclusion into MD iMap.

2.0   Overview
Datasets included on MD iMap are the basis for the applications and services provided. It is essential that the datasets be thoroughly and accurately documented to ensure the integrity of the information being presented via MD iMap. Dataset can be provided from all levels of government. Datasets can be incorporated into the core application, business process specific applications and web mapping services are of which are considered to be MD iMap.

Organizations can submit datasets for inclusion into MD iMap using the guidelines provided below. The dataset will be processed through the MD iMap Data Submission Policy Workflow and evaluated according to the policy set forth below. Dataset that do not meet the standards or conform to the requirements below will not be available through MD iMap.

3.0   Definitions
See the MD iMap Glossary for Definitions
http://dnrweb.dnr.state.md.us/gis/mdimapglossary/

4.0   Required Documentation
4.1   Metadata
All datasets submitted for inclusion into MD iMap must include Federal Geographic Data Committee (FGDC) compliant metadata. FGDC Statndards (www.fgdc.gov/metadata)

4.2   Fact Sheet
A Fact Sheet must accompany the dataset. A Fact Sheet is essentially an Executive Summary of the content, lineage and accessibility of the dataset. See Appendix A for required information.

4.3   Symbology
A dataset must be accompanied by information on how the organization prefers the data to be symbolized. The specification for symbology can be in the form of a written specification or an Environmental Systems Research Institute (ESRI) ArcGIS map document file (.mxd). The hosting organization will render the data according to the information provided on the development environment for certification prior to moving the dataset to the production/publication site. (Note to DC – add appendix)

4.3.1   Data Caching
MD iMap caches datasets to optimize performance. An organization can request that the submitted data be included in an existing data cache or that a new cache be established. The Data Subcommittee will make the final decision whether or not to cache the data.

5.0   Mandatory Attribute Fields
- Distribution Policy (See Appendix B for domain values)
- County FIPS
- Municipal FIPS

6.0   Dataset Improvement Plan
If appropriate, a Dataset Improvement Plan must accompany the dataset outlining the plan for compiling and maintaining the dataset at a compilation scale appropriate for the dataset content.

Fact Sheet

- Originator (Organization) - the name of an organization or individual that developed the data set. If the name of editors or compilers are provided, the name must be followed by "(ed.)" or "(comp.)" respectively. (8.1)
- Title (filename) - the name by which the data set is known. (8.4)
- ISO Schema Category
- Purpose - a summary of the intentions with which the data set was developed. (1.2.2)
- Application(s) – tools that leverage the data, e.g. MD iMap
- Hyperlinked – Other sites that are linked to the geospatial data, e.g. MD Land Records, Plat.net
- Status – the state of compilation and maintenance information for the data set. (1.4)
- Maintenance and Update Frequency – the frequency by which the information is refreshed (1.4.2)
- Currentness Reference (Compilation Date) - the basis on which the time period of content information is determined. (1.3.1)
- Compilation Scale - the denominator of the representative fraction on a map (2.5.1.2)
- Derived From – The geodatabase from which the data was derived.
- Access Constraints (Public Access)- restrictions and legal prerequisites for accessing the data set. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the data set. (Distribution Policy, use federal domain from best practices model.)
- Authority – The statues enabling the information to be produced.
- Data Model – The geodatabase model that the data is a part of.
- Comments
- Description - a characterization of the data set, including its intended use and limitations. (1.2)

Note: The definition and section citations are from FGDC Metadata.

Mandatory Attribute Fields - Domains

Distribution Policy (USGS Best Practices Domain)
A1   Emergency Service Provider - Internal Use Only
A2   Emergency Service Provider - Bitmap Display Via Web
A3   Emergency Service Provider - Free Distribution to Third Parties
A4   Emergency Service Provider - Free Distribution to Third Parties Via Internet
B1   Government Agencies or Their Delegated Agents - Internal Use Only
B2   Government Agencies or Their Delegated Agents - Bitmap Display Via Web
B3   Government Agencies or Their Delegated Agents - Free Distribution to Third Parties
B4   Government Agencies or Their Delegated Agents - Free Distribution to Third Parties Via Internet
C1   Other Public or Educational Institutions - Internal Use Only
C2   Other Public or Educational Institutions - Bitmap Display Via Web
C3   Other Public or Educational Institutions - Free Distribution to Third Parties
C4   Other Public or Educational Institutions - Free Distribution to Third Parties Via Internet
D1   Data Contributors - Internal Use Only
D2   Data Contributors - Bitmap Display Via Web
D3   Data Contributors - Free Distribution to Third Parties
D4   Data Contributors - Free Distribution to Third Parties Via Internet
E1   Public Domain - Internal Use Only
E2   Public Domain - Bitmap Display Via Web
E3   Public Domain - Free Distribution to Third Parties
E4   Public Domain - Free Distribution to Third Parties Via Internet